

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 06-10 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** 19 July 2006

LAST DATE FOR FILING APPLICATION IS: 9 August 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
(<input checked="" type="checkbox"/>)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **MIL0701 ST1**

PROJECT TITLE: **MAARNG Real Property Management and Development Plan**

PROJECT LOCATION: **Statewide**

APPROPRIATION SOURCE: **MAARNG Maintenance & Repair Account**

AVAILABLE AMOUNT: **\$1.3 million**

ESTIMATED CONSTRUCTION COST: **N/A**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

<input checked="" type="checkbox"/> Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7,			
() §38G(a)		700,000	dollars
<hr/>			
() Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7,			
§38G(a), based on the approved estimated construction cost in the			
certified study.			per cent
		<hr/>	

IMMEDIATE SERVICES AUTHORIZED:
CERTIFIABLE BUILDING STUDY

()

OTHER:
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As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

() **SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS**

() **DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS**

() **CONSTRUCTION PLANS AND SPECIFICATIONS**

() **ADMINISTRATION OF CONSTRUCTION CONTRACT**

(☒) **OTHER: FACILITIES MASTER PLAN**

MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

Introduction

State-owned property used by the Massachusetts Army National Guard (MAARNG) consists of the headquarters building in Milford and 40 armories located throughout the state, many with associated garages and vehicle maintenance facilities, a storage facility at Speen St. in Framingham and the training site at Camp Curtis Guild in Reading (40 structures in addition to the armory), totaling approximately 2.2 million square feet, A TRAINING SITE AT REHOBOTH, and three buildings at Camp Edwards.

Existing armories range from 20 to 115 years old; new facilities include a recently completed FMS at the Concord St armory in Framingham and another under construction at Camp Curtis Guild in Reading.

Previous system-wide planning for the MAARNG have included an *Armories Inventory* (Gale Associates in 1988), which documented the condition and cost to repair and upgrade them, and a *Real Property Development Plan* (Nakata Planning Group, 2000). The MAARNG now wishes to expand, update, and modernize the *Inventory* and the *RPDP* into an integrated tool for capital planning and real property management for the future.

Task 1: Work Plan (5% of fee)

- Attend "A" (Administrative) Conference with DCAM staff
- Review available information on MAARNG facilities and force structure; develop and present draft Work Plan process and products for discussion and refinement at "B" Conference with DCAM and MAARNG
- Revise Work Plan and submit, with proposed schedule of delivery and payment, for DCAM review. DCAM approval of Approved Work Plan will constitute authorization to proceed with remaining tasks.

Products: "A" Conference meeting record, draft and revised Work Plans as required for "B" Conference presentation and DCAM approval.

Task 2: Management Software Selection and Database Design

- Review and document state and federal planning, budgeting, operating and capital funding, design, construction, acquisition, and disposition processes, standards and requirements, deliverables, and schedules
- Review existing information and data resources, including
 - Gale Armory Inventory (1988)
 - MAARNG Real Property Development Plan (RPDP, 2000)
 - MAARNG current and projected Force Structure Requirements
 - DCAM's CAMIS database
 - MASSGIS
- Identify and propose database fields, graphic formats, GIS layers, and data criteria required to complete an updated MAARNG Real Property Development Plan that can be integrated into, supported by, and maintained within existing state and federal electronic information systems using available MAARNG staff and budget
- Identify and evaluate costs and benefits of available data management software
- Using selected software, demonstrate sample input and management protocols and output products for DCAM/MAARNG review
- Revise database design and management protocols as necessary

Products: Draft and final database and report design proposal and management protocols, including sample maps and

reports

Services included in the fee: Procurement of the selected software is not included in the fee.

Task 3: Facilities Documentation

- Identify all facilities to be included in the project including ranges and field training area.
- Update and/or develop existing building plans and site conditions information for all facilities in the final graphic and/or GIS format developed in Task 2. As determined in Task 2., conditions documented may include, but not be limited to, site boundaries, architectural and civil structures, floor plans, site utilities, hazardous materials releases, wetlands boundaries, and natural and cultural resources.
- Update and/or develop existing building conditions in final database format developed in Task 2. As determined in Task 2., conditions may include, but not be limited to, type, age, remaining useful life of all architectural, MEP, and civil systems, and existing net program areas by type and size.
- Using the selected management software as determined in Task 2., develop planning-level cost estimates for work required at each existing facility in the following categories:
 - Life safety upgrades
 - Preservation of value
 - Environmental upgrades
 - Site and civil improvements and upgrades

Product: Populated database layers and fields

Services included in the fee: Facilities documentation will make as much use as possible of existing drawings and other available information. Walk-through surveys and evaluation of conditions and data entry, including scanning of existing drawings and documents, are included in the project fee. If required, base maps, measured drawings, surveys, tests, and other work required to supply missing information or to re-format or update existing information required for documentation of conditions may be authorized as extra services under the current DCAM study contract or its successor. Photographs of each facility will be supplied by the MAARNG for entry into the database.

Task 4: Real Property Management and Development Strategy

- Identify and document goals and priorities relevant to MAARNG real property management and planning such as
 - Location and transportation infrastructure
 - Facility and operational requirements of assigned units
 - Demographics supporting recruitment goals
 - Site and infrastructure requirements
 - Age and condition of facilities
- Document existing mission, force structure and NGB authorized space by facility
- Document facility and operational requirements for assigned units
- Link to or import all census, transportation infrastructure and other available information relevant to analysis of recruitment and other force structure issues
- Analyze fit of mission and projected force structure to existing facilities and unit strength and identify and quantify issues
- Develop and evaluate up to three strategic approaches, including schedule and life cycle costs, meeting MAARNG goals for review. All options considered should identify
 - Facilities to remain in use
 - Facilities and/or sites recommended for replacement or disposal
 - Facilities proposed for renovation or expansion
 - Proposed new construction

Products: Draft and final Real Property Management and Development Strategy reports

Task 5: Implementation Plan and Final Report

- Review MAARNG priorities, funding sources, and implementation processes identified in Task 2.
- Prepare detailed near-, medium-, and long-term implementation plan that identifies funding sources, priorities and schedules for each element of the preferred Management and Development Strategy
- Prepare draft RPMD Report for DCAM and MAARNG review
- Prepare final RPMD Report incorporating revisions as directed by DCAM

Product: Draft and final Implementation Plan; draft and final report

GENERAL CONDITIONS OF THIS CONTRACT:

Study Contract

If selected for study services, the applicant agrees to execute DCAM Form C-3 Contract for Designer's Services–Study, or its successor, without revisions or modifications. DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

DCAM Procedures

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/cam/DSB/index.html>.

PMAS

Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

Workshops

DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Environmental and other supplemental services

DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at <http://www.bfrl.nist.gov/oe/publications/nistirs/6389.pdf>.

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

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|--|---|
| 1. Architect (as prime) | 5. Landscape Architect |
| 2. Mechanical Engineer (HVAC, Plumbing, Fire Protection) | 6. Real Property Management Systems Specialist |
| 3. Electrical Engineer | 7. Cost Estimator (independent consultant required) |
| 4. Civil Engineer | |

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

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|---|--|
| 1. Real property assessment and development | 3. Demonstrated knowledge of federal and state funding and |
|---|--|

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plans for facility systems of comparable type
and size

facilities procurement processes

2. Development and implementation of real
property management systems and protocols

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html. If you or any of your sub-consultants use other forms, or don't follow the instructions, or deliver it to the DSB Office after the deadline, your application will be rejected.